

Citizens Advice Allerdale
Company Limited by Guarantee
Unaudited Financial Statements
31 March 2021

SAINT & CO
Chartered accountants
Unit 7B Lakeland Business Park
Cockermouth
Cumbria
CA13 0QT

Citizens Advice Allerdale
Company Limited by Guarantee
Financial Statements
Year ended 31 March 2021

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Citizens Advice Allerdale

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 March 2021

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2021.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity name Citizens Advice Allerdale

Charity registration number 1097260

Company registration number 04646727

Principal office and registered office Town Hall
Oxford Street
Workington
Cumbria
CA14 2RS

THE TRUSTEES

Mr A L Barry
Mr K A Little
Mr K Lamb (Died 19 May 2020)
Mr A Clark
Mr W Pegram
Ms L M McDonald
Ms S Stamper
Mr A I Semple (Appointed 28 July 2020)

COMPANY SECRETARY AND CHIEF OFFICER

Mr M Telford

INDEPENDENT EXAMINER

Mr William Moore BA, FCA
Saint & Co Chartered Accountants
Unit 7B Lakeland Business Park
Cockermouth
Cumbria
CA13 0QT

BANKERS

HSBC Bank Plc
3 Pow Street
Workington
Cumbria
CA14 3AH

Citizens Advice Allerdale

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Membership

Membership of the company is open to individuals (over the age of 18 years) who are interested in furthering the work of the Charity and are not paid or volunteer workers at the Bureau and any corporate body or incorporated association which is interested in furthering the Charity's work and is admitted to membership.

Trustees and Directors

The Trustees are elected from the local community or appointed by a number of member organisations, not exceeding one-third of the Board.

Vacancies

A shortfall in the number of trustees is met by election at the Annual General Meeting or by co-option in the meantime.

Organisational Structure

The Company functions through a Board of Trustees whose members are directors of the Company and are responsible for setting the strategic direction of the organisation and the policy of the charity. A Chief Officer is appointed covering all the offices of the district and has full responsibility for day-to-day operation of Citizens Advice Allerdale.

The Board will establish sub-committees, when it is appropriate to charge a group of Trustees with a required task. The Trustees carry the ultimate responsibility for the conduct of Citizens Advice Allerdale and for ensuring that the charity satisfies its legal and contractual obligations. Trustees normally meet at three monthly intervals. The Trustee Board is independent from management. The articles limited the chair to six years in office; The Chair is K. Little; Vice-Chair is W Pegram.

Training for Trustee Board members has been conducted by presentations by key staff; and subsequently through use of a Reference Manual for Trustees, which is frequently updated and changes explained at regular Board meetings. Briefing papers about developments are presented to Board meetings when necessary. Citizens Advice materials from Cablink and BMIS supplement this training.

Citizens Advice Allerdale is a member of The National Association of Citizens Advice Bureau, which provides a framework for standards of advice and casework management as well as monitoring progress against these standards. Citizens Advice Allerdale is audited at intervals of two-three years.

Citizens Advice Allerdale also co-operates and liaises with several other advisory services, local charities and social services departments on behalf of clients.

Citizens Advice Allerdale is a corporate member of Citizens Advice Cumbria, which is the umbrella body for the county provision of major nationwide contracts. Citizens Advice Allerdale then is a delivery partner or sub-contractor to these arrangements.

Key Management Personnel Remuneration

The policy for the remuneration of Key Management Personnel is to follow the Local Authority scale rates.

Citizens Advice Allerdale

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT *(continued)*

Risks Policy

We regularly review our risks and the key risks at the moment are:

- The impact of Covid-19 has been severe.
- The reduction of funding from Statutory Bodies is having a terrific effect on the operation and traditional sources of top up funding are more difficult to access.
- Funding from Statutory Bodies and other funders which continue at the same level which in real terms is a reduction as salary and other costs continue to rise.
- An agreement with Allerdale Borough Council for funding Welfare Benefits advice has resulted in a cut of £25,000 pa.
- The loss of the Manager, and key staff who are very experienced would cause considerable strain on our future survival.

OBJECTIVES AND ACTIVITIES

The Aims of Citizens Advice Allerdale

The Citizens Advice Service is independent and provides free confidential and impartial advice to everybody regardless of race, sex, disability or sexuality.

We aim to:

- provide the advice people need for the problems they face.
- improve the policies and practices that affect people's lives.

We value diversity, promote equality and challenge discrimination.

We have drawn up a new Business Plan which needs to be very flexible to deal with the current situation of reduction in the levels of funding available and the funding secured is only guaranteed for shorter periods.

Citizens Advice Allerdale

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

OBJECTIVES AND ACTIVITIES *(continued)*

Over the next few years we expect there to be many reductions in the available funding but we will still attempt to meet the following specific objectives:

- We will comply with the Membership Scheme of Citizens.
- We will attempt to satisfy the needs of all clients presenting themselves to us unless we refer them to another agency who is more qualified to meet their needs.
- We will meet these needs within the funding constraints.
- To ensure we meet our workload within the financial constraints - the balance between the use of volunteers and paid staff will be addressed to make more use of volunteers - This measure will be on going.
- When clients initially present themselves, the case will be reviewed using an initial assessment and further steps progressed.
- Staff Costs - the level of staffing will be regularly reviewed to ensure costs can be met - the structure of the organisation will be amended as required.
- We will review Outreach Services to look at the efficiency of the operations - we would like to retain these services but need to ensure they are efficient and effective.
- We will develop giving advice via telephone and other approaches.
- We support the development of social policies locally and nationally.
- As we satisfy the legal requirements for giving Housing Advice, we will give that service to Copeland and any other clients in Cumbria that require it as requested.

Donations and Grants Policy

The charity does not provide grants or donations to other charities or organisations.

Voluntary Help

The charity receives help from volunteers throughout its organisation - the equivalent of 4.5 full time equivalent employees. The value is estimated in excess of £115,000.

Public Benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

Citizens Advice Allerdale

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

ACHIEVEMENTS AND PERFORMANCE

Achievements during the year

- We have met all the requirements of the New Membership Scheme and have been externally assessed achieving a high level. This has increased the workload for some staff.
- We have met the needs of all clients presenting themselves unless they have been referred to another provider.
- We have had to respond to changes in funding.
- We meet the Solicitor requirements to offer Housing Advice within Allerdale and Copeland and throughout the County when requested - we continue to develop our ability to perform certified work.
- We employed 23 staff equivalent to 15.3 full time workers and we have a Volunteer workforce of 33 (25 advisers and 8 trustees), 4.5 FTE.
- We continue Pensions Wise service throughout Cumbria and achieved a high level of client satisfaction.
- We continue our efforts on social policy work working with other offices in Cumbria.

FINANCIAL REVIEW

During the year, total incoming resources amounted to £548,443 (2020: £501,813) which resulted in net incoming resources of £20,789 (2020: £8,340) and unrestricted funds at 31 March 2021 of £189,097 (2020: £167,754).

Reserves Policy

Citizens Advice Allerdale is required to ensure that free monies are available in each financial year to meet any reasonable foreseeable contingency. Citizens Advice Allerdale maintains a projection for the future and will ensure that this continues to be derived from as wide a variety of sources as possible.

As our main funding streams can no longer be guaranteed long term we recognise that our reserves are limited and therefore decisive, timely action will be necessary for any further loss of funds.

The Trustees aim is for reserves to be £160,000 to cover 4 months of running costs. Total reserves at 31 March 2021 were £193,914.

Investment Powers

The Charity is empowered by item 4.15 of its Memorandum of Association to invest monies of the Company not immediately required for its own purposes in or upon such investments, securities or property as may be thought fit. Reserves and other funds not immediately required for Bureau operations are deposited with Charities Official Investment Funds (COIF).

Citizens Advice Allerdale

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

PLANS FOR FUTURE PERIODS

The workload of the chief officer is referred to above and preparing bids for future funding often with partners adds to the already heavy workload. The Board receives a report on all aspects at each meeting.

TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

The trustees, who are also directors for the purposes of company law, are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of resources, including the income and expenditure, for that period. Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the group and the company and the surplus or deficit of the group for that period.

In preparing these financial statements, the trustees are required to:


- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 22nd November 2021 and signed on behalf of the board of trustees by:



Mr K A Little
Director

Citizens Advice Allerdale

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Citizens Advice Allerdale

Year ended 31 March 2021

I report to the trustees on my examination of the financial statements of Citizens Advice Allerdale ('the charity') for the year ended 31 March 2021.

RESPONSIBILITIES AND BASIS OF REPORT

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

INDEPENDENT EXAMINER'S STATEMENT

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Citizens Advice Allerdale

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Citizens Advice Allerdale *(continued)*

Year ended 31 March 2021

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Mr William Moore BA, FCA
Saint & Co Chartered Accountants
Independent Examiner

Unit 7B Lakeland Business Park
Cockermouth
Cumbria
CA13 0QT

17 December 2021

Citizens Advice Allerdale
Company Limited by Guarantee
Statement of Financial Activities
(including Income and expenditure account)

Year ended 31 March 2021

		Unrestricted funds	2021 Restricted funds	Total funds	2020 Total funds
	Note	£	£	£	£
Income and endowments					
Donations and legacies	5	270,480	274,460	544,940	440,955
Charitable activities	6	3,043	–	3,043	57,744
Investment income	7	135	–	135	681
Other income	8	325	–	325	2,433
Total income		<u>273,983</u>	<u>274,460</u>	<u>548,443</u>	<u>501,813</u>
Expenditure					
Expenditure on charitable activities	9,10	(252,640)	(275,014)	(527,654)	(493,472)
Total expenditure		<u>(252,640)</u>	<u>(275,014)</u>	<u>(527,654)</u>	<u>(493,472)</u>
Net income and net movement in funds		<u>21,343</u>	<u>(554)</u>	<u>20,789</u>	<u>8,341</u>
Reconciliation of funds					
Total funds brought forward		167,754	5,371	173,125	164,784
Total funds carried forward		<u>189,097</u>	<u>4,817</u>	<u>193,914</u>	<u>173,125</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 13 to 25 form part of these financial statements.

Citizens Advice Allerdale
Company Limited by Guarantee
Statement of Financial Position

31 March 2021

	Note	2021 £	2020 £
FIXED ASSETS			
Tangible fixed assets	16	14,645	5,802
CURRENT ASSETS			
Stocks	17	7,051	13,066
Debtors	18	31,358	52,787
Cash at bank and in hand		213,964	136,364
		<u>252,373</u>	<u>202,217</u>
CREDITORS: amounts falling due within one year	19	<u>68,582</u>	<u>29,536</u>
NET CURRENT ASSETS		<u>183,791</u>	<u>172,681</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>198,436</u>	<u>178,483</u>
PROVISIONS			
Pensions and similar obligations	20	4,522	5,358
NET ASSETS		<u>193,914</u>	<u>173,125</u>
FUNDS OF THE CHARITY			
Restricted funds		4,817	5,371
Unrestricted funds		189,097	167,754
Total charity funds	23	<u>193,914</u>	<u>173,125</u>

For the year ending 31 March 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The statement of financial position
continues on the following page.

The notes on pages 13 to 25 form part of these financial statements.

Citizens Advice Allerdale
Company Limited by Guarantee
Statement of Financial Position *(continued)*

31 March 2021

These financial statements were approved by the board of trustees and authorised for issue on 22 November 2021 and are signed on behalf of the board by:



Mr K A Little
Director

Company Registration Number: 04646727
Charity Registration number: 1097260

The notes on pages 13 to 25 form part of these financial statements.

Citizens Advice Allerdale
Company Limited by Guarantee
Statement of Cash Flows
Year ended 31 March 2021

	2021 £	2020 £
CASH FLOWS FROM OPERATING ACTIVITIES		
Net income	20,789	8,341
<i>Adjustments for:</i>		
Depreciation of tangible fixed assets	5,030	2,481
Government grant income	(5,495)	–
Other interest receivable and similar income	(135)	(681)
Accrued expenses/(income)	33,370	(53,038)
<i>Changes in:</i>		
Stocks	6,015	(950)
Trade and other debtors	20,961	(16,666)
Trade and other creditors	6,144	(4,217)
Provisions and employee benefits	(836)	(1,142)
Cash generated from operations	85,843	(65,872)
Interest received	135	681
Net cash from/(used in) operating activities	<u>85,978</u>	<u>(65,191)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of tangible assets	(13,873)	(3,585)
Net cash used in investing activities	<u>(13,873)</u>	<u>(3,585)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Government grant income	5,495	–
Net cash from financing activities	<u>5,495</u>	<u>–</u>
NET INCREASE/(DECREASE) IN CASH AND CASH EQUIVALENTS	77,600	(68,776)
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	136,364	205,140
CASH AND CASH EQUIVALENTS AT END OF YEAR	<u>213,964</u>	<u>136,364</u>

The notes on pages 13 to 25 form part of these financial statements.

Citizens Advice Allerdale
Company Limited by Guarantee
Notes to the Financial Statements
Year ended 31 March 2021

1. GENERAL INFORMATION

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Town Hall, Oxford Street, Workington, Cumbria, CA14 2RS.

2. STATEMENT OF COMPLIANCE

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

The charity/trust meets the definition of a public benefit entity under FRS102.

Going concern

There are no material uncertainties about the charity's ability to continue.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Citizens Advice Allerdale
Company Limited by Guarantee
Notes to the Financial Statements *(continued)*
Year ended 31 March 2021

3. ACCOUNTING POLICIES *(continued)*

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account (other than those held for investment purposes).

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Citizens Advice Allerdale
Company Limited by Guarantee
Notes to the Financial Statements *(continued)*
Year ended 31 March 2021

3. ACCOUNTING POLICIES *(continued)*

Grants receivable

Grant receivable are recognised at the fair value of the asset received or receivable. Grants are not recognised until there is reasonable assurance that the company will comply with the conditions attaching to them and the grants will be received.

Where the grant does not impose specified future performance-related conditions on the recipient, it is recognised in income when the grant proceeds are received or receivable. Where the grant does impose specified future performance-related conditions on the recipient, it is recognised in income only when the performance-related conditions have been met. Where grants received are prior to satisfying the revenue recognition criteria, they are recognised as a liability.

Provisions

Provisions are recognised when the entity has an obligation at the reporting date as a result of a past event, it is probable that the entity will be required to transfer economic benefits in settlement and the amount of the obligation can be estimated reliably. Provisions are recognised as a liability in the statement of financial position and the amount of the provision as an expense.

Provisions are initially measured at the best estimate of the amount required to settle the obligation at the reporting date and subsequently reviewed at each reporting date and adjusted to reflect the current best estimate of the amount that would be required to settle the obligation. Any adjustments to the amounts previously recognised are recognised in income or expenditure unless the provision was originally recognised as part of the cost of an asset. When a provision is measured at the present value of the amount expected to be required to settle the obligation, the unwinding of the discount is recognised as a finance cost in the statement of financial activities in the period it arises, and is allocated to the appropriate expenditure heading.

Financial Instruments

A financial asset or a financial liability is recognised only when the charity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

Where investments in shares are publicly traded or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in income and expenditure. All other such investments are subsequently measured at cost less impairment.

Citizens Advice Allerdale

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

3. ACCOUNTING POLICIES *(continued)*

Financial Instruments *(continued)*

Other financial instruments, including derivatives, are initially recognised at fair value, unless payment for an asset is deferred beyond normal business terms or financed at a rate of interest that is not a market rate, in which case the asset is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Other financial instruments are subsequently measured at fair value, with any changes recognised in the statement of financial activities, with the exception of hedging instruments in a designated hedging relationship.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised.

For all equity instruments regardless of significance, and other financial assets that are individually significant, these are assessed individually for impairment. Other financial assets are either assessed individually or grouped on the basis of similar credit risk characteristics.

Any reversals of impairment are recognised immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

4. LIMITED BY GUARANTEE

The Company is limited by guarantee and does not have a share capital.

Citizens Advice Allerdale

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

5. DONATIONS AND LEGACIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
DONATIONS			
Allerdale Borough Council	61,400	—	61,400
Workington Town Council	5,000	—	5,000
Maryport Town Council	1,000	—	1,000
Wigton Town Council	500	—	500
Keswick Town Council	500	—	500
Parish councils	1,545	—	1,545
Donations received	10,568	—	10,568
GRANTS			
Cumbria County Council - Money Advice Grant	66,570	—	66,570
Citizens Advice Bureau Grants	25,380	16,500	41,880
Other Grants received	30,338	—	30,338
Cumbria County Council - Gateway Training Grant	—	—	—
Financial Inclusion Project	—	83,909	83,909
Hadfield Trust	—	—	—
Pension Guidance	—	85,984	85,984
Cumbria Community Foundation	22,949	—	22,949
Energy Grants	—	23,559	23,559
Foodbank Funding	4,160	—	4,160
Francis C Scott Trust	10,075	—	10,075
Help to Claim Grant	—	25,313	25,313
The Access to Justice	25,000	—	25,000
Coalfields Regeneration Trust	—	10,000	10,000
Peer review	—	—	—
Macmillan	—	29,195	29,195
Government grant income	5,495	—	5,495
	<u>270,480</u>	<u>274,460</u>	<u>544,940</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
DONATIONS			
Allerdale Borough Council	61,400	—	61,400
Workington Town Council	5,000	—	5,000
Maryport Town Council	1,000	—	1,000
Wigton Town Council	1,000	—	1,000
Keswick Town Council	500	—	500
Parish councils	1,395	—	1,395
Donations received	2,390	6,250	8,640

Citizens Advice Allerdale

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

5. DONATIONS AND LEGACIES *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
GRANTS			
Cumbria County Council - Money Advice Grant	–	66,570	66,570
Citizens Advice Bureau Grants	264	–	264
Other Grants received	–	–	–
Cumbria County Council - Gateway Training Grant	5,000	–	5,000
Financial Inclusion Project	–	79,553	79,553
Hadfield Trust	–	8,333	8,333
Pension Guidance	–	61,697	61,697
Cumbria Community Foundation	–	23,416	23,416
Energy Grants	–	26,616	26,616
Foodbank Funding	–	12,500	12,500
Francis C Scott Trust	10,000	–	10,000
Help to Claim Grant	25,112	–	25,112
The Access to Justice	–	–	–
Coalfields Regeneration Trust	10,000	–	10,000
Peer review	–	700	700
Macmillan	–	32,259	32,259
Government grant income	–	–	–
	<u>123,061</u>	<u>317,894</u>	<u>440,955</u>

6. CHARITABLE ACTIVITIES

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
LAA Housing Contract	–	–	17,546	17,546
LAA income	3,043	3,043	36,585	36,585
Advice Services Transition fund	–	–	850	850
Law Centre Court Work	–	–	1,173	1,173
Keswick to Barrow Charity Walk	–	–	700	700
Cumbria County Council - Ways to Welfare	–	–	890	890
	<u>3,043</u>	<u>3,043</u>	<u>57,744</u>	<u>57,744</u>

7. INVESTMENT INCOME

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Bank interest	<u>135</u>	<u>135</u>	<u>681</u>	<u>681</u>

Citizens Advice Allerdale
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Notes to the Financial Statements (continued)

Year ended 31 March 2021

8. OTHER INCOME

	Unrestricted Funds	Total Funds 2021	Unrestricted Funds	Total Funds 2020
	£	£	£	£
Miscellaneous Income	325	325	2,433	2,433

9. EXPENDITURE ON CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds	Restricted Funds	Total Funds 2021
	£	£	£
Advice and support	120,396	274,459	394,855
Support costs	132,244	555	132,799
	252,640	275,014	527,654

	Unrestricted Funds	Restricted Funds	Total Funds 2020
	£	£	£
Advice and support	65,544	152,321	217,865
Support costs	114,595	161,012	275,607
	180,139	313,333	493,472

10. EXPENDITURE ON CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Activities undertaken directly	Support costs	Total funds 2021	Total fund 2020
	£	£	£	£
Advice and support	394,855	126,969	521,824	489,435
Governance costs	–	5,830	5,830	4,037
	394,855	132,799	527,654	493,472

11. ANALYSIS OF SUPPORT COSTS

	Charitable Activities	Total 2021	Total 2020
	£	£	£
Staff costs	74,846	74,846	231,120
Premises	31,880	31,880	22,270
Communications and IT	5,704	5,704	887
General office	14,539	14,539	17,293
Governance costs	5,830	5,830	4,037
	132,799	132,799	275,607

Citizens Advice Allerdale
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Notes to the Financial Statements *(continued)*
Year ended 31 March 2021

12. NET INCOME

Net income is stated after charging/(crediting):

	2021	2020
	£	£
Depreciation of tangible fixed assets	5,030	2,481
Operating lease payments recognised as an expense in the year	<u>2,100</u>	<u>2,100</u>

13. INDEPENDENT EXAMINATION FEES

	2021	2020
	£	£
Fees payable to the independent examiner for:		
Independent examination of the financial statements	1,290	850
Other financial services	<u>1,350</u>	<u>650</u>
	<u>2,640</u>	<u>1,500</u>

14. STAFF COSTS

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2021	2020
	£	£
Wages and salaries	413,453	384,332
Social security costs	25,738	22,898
Employer contributions to pension plans	<u>18,629</u>	<u>17,414</u>
	<u>457,820</u>	<u>424,644</u>

The average head count of employees during the year was 24 (2020: 25).

No employee received employee benefits of more than £60,000 during the year (2020: Nil).

Key Management Personnel

Key management personnel include all persons that have authority and responsibility for planning, directing and controlling the activities of the charity. The total compensation paid to key management personnel for services provided to the charity was £74,620 (2020: £90,038).

15. TRUSTEE REMUNERATION AND EXPENSES

The trustees did not receive any remuneration or reimbursed expenses during the current year or previous period.

Citizens Advice Allerdale
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Notes to the Financial Statements *(continued)*
Year ended 31 March 2021

16. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Total £
Cost		
At 1 April 2020	68,456	68,456
Additions	13,873	13,873
At 31 March 2021	<u>82,329</u>	<u>82,329</u>
Depreciation		
At 1 April 2020	62,654	62,654
Charge for the year	5,030	5,030
At 31 March 2021	<u>67,684</u>	<u>67,684</u>
Carrying amount		
At 31 March 2021	<u>14,645</u>	<u>14,645</u>
At 31 March 2020	<u>5,802</u>	<u>5,802</u>

17. STOCKS

	2021 £	2020 £
Work in progress	<u>7,051</u>	<u>13,066</u>

18. DEBTORS

	2021 £	2020 £
Trade debtors	24,352	5,191
Prepayments and accrued income	7,006	14,067
Other debtors	–	33,529
	<u>31,358</u>	<u>52,787</u>

19. CREDITORS: amounts falling due within one year

	2021 £	2020 £
Trade creditors	1,352	72
Accruals and deferred income	61,811	28,909
Social security and other taxes	5,419	555
	<u>68,582</u>	<u>29,536</u>

Included within accruals and deferred income above is £33,890 (2020: £11,586) being balances of funds held as agent at 31 March 2021. During the year £579,412 was received and £557,108 was paid out by the charity acting as agent.

Citizens Advice Allerdale

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Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

20. PROVISIONS

	Pensions and similar obligations £
At 1 April 2020	5,358
Charge against provision	(836)
At 31 March 2021	<u>4,522</u>

The provision is from an actuarial valuation given by TPT Retirement Solutions - The Growth Plan as at 31 March 2021. The scheme is classified as a 'last man standing arrangement'. Therefore the charity is potentially liable for other participating employers' obligations if those employers are unable to meet their share of the scheme deficit following withdrawal from the scheme.

21. PENSIONS AND OTHER POST RETIREMENT BENEFITS

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £18,629 (2020: £17,414).

22. GOVERNMENT GRANTS

The amounts recognised in the financial statements for government grants are as follows:

	2021 £	2020 £
Recognised in income from donations and legacies:		
Coronavirus Job Retention Scheme	<u>5,495</u>	<u>—</u>

23. ANALYSIS OF CHARITABLE FUNDS

Unrestricted funds

	At 1 April 2020 £	Income £	Expenditure £	At 31 March 2021 £
General funds	<u>167,754</u>	<u>273,983</u>	<u>(252,640)</u>	<u>189,097</u>

	At 1 April 2019 £	Income £	Expenditure £	At 31 March 2020 £
General funds	<u>163,974</u>	<u>183,919</u>	<u>(180,139)</u>	<u>167,754</u>

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Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

23. ANALYSIS OF CHARITABLE FUNDS *(continued)*

Restricted funds

	At 1 April 2020	Income	Expenditure	At 31 March 2021
	£	£	£	£
Big Energy	–	23,559	(23,559)	–
Cumbria Community Foundation	–	–	–	–
Pension Guidance	–	85,984	(85,984)	–
Donations for DROs	5,371	–	(554)	4,817
Hadfield Trust	–	–	–	–
Housing Advice	–	16,500	(16,500)	–
Peer Review	–	–	–	–
Cumbria County Council - Money Advice	–	–	–	–
Financial Inclusion Project	–	83,909	(83,909)	–
Macmillan	–	29,195	(29,195)	–
ABC Foodbank Funding	–	–	–	–
Coalfields Regeneration Trust	–	10,000	(10,000)	–
Help to Claim	–	25,313	(25,313)	–
	<u>5,371</u>	<u>274,460</u>	<u>(275,014)</u>	<u>4,817</u>

	At 1 April 2019	Income	Expenditure	At 31 March 2020
	£	£	£	£
Big Energy	–	26,616	(26,616)	–
Cumbria Community Foundation	–	23,416	(23,416)	–
Pension Guidance	–	61,697	(61,697)	–
Donations for DROs	810	6,250	(1,689)	5,371
Hadfield Trust	–	8,333	(8,333)	–
Housing Advice	–	–	–	–
Peer Review	–	700	(700)	–
Cumbria County Council - Money Advice	–	66,570	(66,570)	–
Financial Inclusion Project	–	79,553	(79,553)	–
Macmillan	–	32,259	(32,259)	–
ABC Foodbank Funding	–	12,500	(12,500)	–
Coalfields Regeneration Trust	–	–	–	–
Help to Claim	–	–	–	–
	<u>810</u>	<u>317,894</u>	<u>(313,333)</u>	<u>5,371</u>

Citizens Advice Allerdale
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Notes to the Financial Statements (continued)
Year ended 31 March 2021

24. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Tangible fixed assets	14,645	—	14,645
Current assets	247,556	4,817	252,373
Creditors less than 1 year	(68,582)	—	(68,582)
Provisions	(4,522)	—	(4,522)
Net assets	189,097	4,817	193,914

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Tangible fixed assets	5,802	—	5,802
Current assets	196,846	5,371	202,217
Creditors less than 1 year	(29,536)	—	(29,536)
Provisions	(5,358)	—	(5,358)
Net assets	167,754	5,371	173,125

25. ANALYSIS OF CHANGES IN NET DEBT

	At 1 Apr 2020 £	Cash flows £	At 31 Mar 2021 £
Cash at bank and in hand	136,364	77,600	213,964

26. OPERATING LEASE COMMITMENTS

The total future minimum lease payments under non-cancellable operating leases are as follows:

	2021 £	2020 £
Not later than 1 year	2,100	2,100
Later than 1 year and not later than 5 years	8,400	8,400
Later than 5 years	19,425	21,775
	29,925	32,275

27. RELATED PARTIES

No transactions with related parties were undertaken, other than remuneration of key management personnel as disclosed in the notes, such as are required to be disclosed under the Charities SORP (FRS 102).